

## **LOCAL EMERGENCY PLANNING COMMITTEE CHECKLIST**

### **BEFORE THE FIRST MEETING**

- ☐ **Set date, time and neutral place for meeting.**
- ☐ **Set agenda.**
- ☐ **Provide public notice of meeting.**
- ☐ **Invite participants with copy of draft agenda attached.**
- ☐ **Define scope, goals and objectives of LEPC.**

### **ONGOING TASKS**

- ☐ **Appoint a chairperson, vice-chairperson and secretary/treasurer.**
- ☐ **Record minutes of meetings. Submit copies to participants and the BHS.**
- ☐ **Submit a nomination letter of members of LEPC to Bureau of Homeland Security**
- ☐ **Adopt by-laws and provide a copy to BHS.**
- ☐ **Appoint an Information Coordinator for public information requests**
- ☐ **Appoint Sub-Committees.**
- ☐ **Maintain records and references.**
- ☐ **Publish an annual notice in local newspapers that the emergency operations plan, MSDS, follow-up release notifications, and inventory forms have been submitted.**

### **PROJECT IDEAS**

- ☐ **Develop a Hazard Analysis for your jurisdiction.**
- ☐ **Develop an Emergency Operations Plan (EOP) to be reviewed and updated annually.**
- ☐ **Develop an exercise program.**
- ☐ **Develop a training needs analysis.**
- ☐ **Develop a list of resources.**